

**OFFICE OF CRIMINAL JUSTICE PLANNING
VIOLENCE AGAINST WOMEN ACT (VAWA)
S*T*O*P (SERVICES*TRAINING*OFFICERS*PROSECUTORS)
DOMESTIC VIOLENCE RESPONSE TEAM (DVRT)
VICTIM ADVOCATE PROGRAM**

Proposal Checklist and Required Sequence

This checklist is provided to assist the applicant in ensuring that a complete proposal is submitted to the Office of Criminal Justice Planning (OCJP). Failure to include any of the following elements may result in disqualification of the proposal.

- () GRANT AWARD FACE SHEET (*General Instructions*)
- () PREFERENCE POINTS CERTIFICATION FORM, signed by the designated Enterprise Zone Contact (*General Instructions*)
- () PROJECT NARRATIVE (*Programmatic Instructions*)
 - Problem Statement
 - Plan
 - Implementation
- () PROJECT BUDGET (*General Instructions and Programmatic Instructions*)
 - Budget Narrative
 - Budget Forms - OCJP A303a, A303b, A303c
- () PROPOSAL APPENDIX (*Programmatic Instructions*)
 - ï An Organizational Chart
 - ï Operational Agreements
 - ï Written Confidentiality Policy or Statement of Intent, addressing the basic rights and needs of victim
 - ï Written Confidentiality Policy or Statement of Intent, addressing the manner in which agency/project staff and/or a DVRT advocate team will handle client confidentiality issues
 - ï Written Policy or Statement of Intent, on the subpoenaing of records, Domestic Violence (DV) counselors, or both.

**VIOLENCE AGAINST WOMEN ACT (VAWA)
S*T*O*P (SERVICES*TRAINING*OFFICERS*PROSECUTORS)
DOMESTIC VIOLENCE RESPONSE TEAM (DVRT)
VICTIM ADVOCATE PROGRAM
PART III-PROGRAMMATIC INSTRUCTIONS**

A. PROPOSAL DUE DATE

THE DEADLINE FOR RECEIPT OF PROPOSALS AT OCJP IS:

DATE: THURSDAY, SEPTEMBER 25, 1997

TIME: NO LATER THAN 5:00 P.M.

B. CONTACT INFORMATION

These Programmatic Instructions are to be used in conjunction with the General Instructions Section of the Request for Proposal (RFP). If you have not received this section, call the Office of Criminal Justice Planning (OCJP) at (916) 324-9100.

If there are any questions regarding this RFP, please contact the Violence Against Children and Domestic Violence Branch at (916) 323-7449.

C. ELIGIBILITY CRITERIA

Applicants eligible to receive funding for the Domestic Violence Assistance Program (DVAP) DVRT Victim Advocate Program must be an OCJP funded Domestic Violence (DV) grantee in good standing.

D. FUNDING CYCLE AND DURATION

There is approximately \$160,000 available for distribution through this RFP. All successful applicants must adhere to federal guidelines as defined with the Violence Against Women Act (VAWA) of 1994. Funding for the DVRT Advocate Program is made available through the VAWA. In compliance with the VAWA, OCJP reserves the right to select from the highest ranking applicants to ensure a balanced distribution. Consideration will be given to geography, unserved/underserved populations, and need.

It is expected that selected projects will be funded for a three year period. The first grant period will be twelve months in duration, beginning November 1, 1997, and ending October 31, 1998. The second and third year grant periods will cover a full twelve months, beginning June 1, 1998 and ending the following May 31, 1999. A Request for Application (RFA) for continuation funding must be submitted for the second and third year. Continuation funding is contingent upon satisfactory performance and to the availability of funds.

OCJP anticipates that four eligible programs will be selected, each receiving a grant award of approximately \$40,000.

E. PROGRAM INFORMATION

The Violent Crime Control and Law Enforcement Act of 1994, signed into law by

President Clinton on September 14, 1994, amended the Omnibus Crime Control and Safe Streets Act of 1968 and created the VAWA, Title IV, Section 40121. The only program created by VAWA to be funded in Federal Fiscal Year (FFY) 1995 was the Law Enforcement and Prosecution Grant Program (renamed S*T*O*P [Services* Training*Officers*Prosecutors Formula Grant Program]). The purpose of this grant program is to assist state and local governments in developing and strengthening effective law enforcement and prosecution strategies to combat violent crimes against women. For purposes of S*T*O*P grant funding, victim services refers to nongovernmental, nonprofit agencies which serve sexual assault (SA) and/or domestic violence (DV) victims. The Legislation lists seven specific purposes for which the money may be used (Attachment A) and directs grantees (and subgrantees) to develop a plan for implementation in consultation and coordination with nonprofit, nongovernmental victim services programs, including SA and DV victim services programs.

The S*T*O*P Formula Grant Program further requires that priority be given to areas within the state of varying geographic size with the greatest showing of need. Need is based on population and the availability of existing SA and DV programs in the population and geographic area to be served. States must ensure equitable geographic distribution among urban, nonurban, and rural areas; as well as addressing the needs of populations underserved due to barriers caused by geographic location, race, ethnicity, language or physical disabilities. States were encouraged to develop preliminary multiyear plans for the disbursement of funds based on geography, need, and underserved populations to achieve a balanced distribution, consistent with the statute, over the life of the program (through FFY 2000).

The S*T*O*P Formula Grant Program requires 25 percent of the funds be allocated, without duplication to each of the following: prosecution; law enforcement; and victim services. The remaining 25 percent may be used at the discretion of the state for any activity which falls within or supports the approved purposes. If fully funded by Congress, S*T*O*P will disburse \$800 million to eligible states over a six year period. In FFY 1995, \$26 million was authorized nationally and California's share of that sum was \$426,364. In FFY 1996, the funds available from the federal government increased to \$130 million. California's award has also increased significantly from the 1995 level to a total of approximately \$11,400,000. In March 1995, Governor Wilson designated OCJP as the implementing agency for California's VAWA programs. In order to develop a comprehensive, quality plan for the use of the S*T*O*P funds, OCJP impaneled a 32 member VAWA Task Force to formulate recommendations on the development of the VAWA program. The Task Force is composed of all the major disciplines and geographic areas in the state and includes: judges; prosecutors; law enforcement officers; probation officers; and rape crisis, DV, and victim/witness advocates. The membership was enhanced through the inclusion of American Indian Tribes and professionals with relevant expertise. OCJP held three task force meetings which provided a public forum for input. At the final meeting, the task force reviewed the information gathered at the previous meetings and framed their final recommendations for the first and second year implementation plans. Using those recommendations, as well as information gathered from other sources, OCJP finalized and submitted the Implementation Plan for the first year of the program to the Office of Justice Programs (OJP) Violence Against Women Grants Office. It was approved in January 1996. The second year Implementation Plan was approved by OJP's Violence Against Women Grants Office in August 1996.

Program Purpose

The primary goal of the multidisciplinary DVRT Victim Advocate Program, is to fund staff to provide victim advocacy following a reported DV incident and to collaborate with new or existing multidisciplinary emergency response teams or collaborative professional community efforts.

Project models which are eligible for funding are not restricted to the specific model known as “DV Response Team” (DVRT). DVRT refers to any multidisciplinary team or collaborative professional community approach designed to respond to acute DV cases with the intent of minimizing the trauma experienced by the victim and providing ongoing, post-violence advocacy and accompaniment services throughout all subsequent phases of the criminal justice process.

The project must fund at least a half time advocate to provide crisis intervention services at the time of the DV incident, as well as post violence advocacy and accompaniment services through all subsequent phases of the criminal justice process. Advocates must meet the original definition of a DV counselor, which was enacted in 1986 and remains unchanged. (Evidence Code 1037.1 et., Seq. and 1037.2, in Attachment B.)

Through this comprehensive collaborative effort aimed at providing immediate crisis intervention services to battered women and their children following a reported DV incident, victims receive instantaneous services, increasing the likelihood that victims will seek ongoing assistance.

This program approach is adopted from the multidisciplinary Sexual Assault Response Team (SART) Victim Advocate Program. The DVRT Victim Advocate Program is a relatively new concept in the DV field, however existing models are proving quite effective in giving battered women the assistance and support they need to participate in the adjudication of the batterer.

Use of Funds

Project funds must be used exclusively to support a DVRT Victim Advocate position and any necessary related expenses. It is understood that the amount of project funds may not be sufficient to completely support a full-time employee and related expenses. Therefore, the position may be budgeted as less than full-time, but no less than half-time. All DVRT advocate project activities must be performed by the grantee’s staff and **may not be referred** to another agency through the use of an operational agreement (OA).

Scope of Project

The project must focus on the following areas:

- a. Initiate, coordinate and/or attend local multidisciplinary DVRT meetings.
- b. Collaborate with other local: DV centers; medical professionals or representatives of medical facilities performing examinations of DV victims; local law enforcement agencies; prosecutor’s offices; child protective services; social service agencies; mental health agencies; victim/witness programs; DV programs; child abuse prevention or treatment programs; and municipal, superior, juvenile and/or family courts in the applicant's service area.

- c. Provide initial crisis intervention, advocacy, and accompaniment services for all DVRT DV victims.
- d. Provide technical and emotional support for all DVRT DV victims throughout all DV related appointments, and contacts.
- e. Ensure provision of advocacy and accompaniment services for all DVRT DV victims throughout all criminal justice contacts, appointments and appearances.
- f. Participate in professional development training efforts related to DVRT activities including training for: DV center staff and volunteers; medical; law enforcement; social service; mental health; and criminal justice system personnel.

Staff Qualifications

The DV victim advocate hired for this project must be a certified "DV counselor" as defined in Evidence Code § 1037.1, having received the requisite forty hours of training. All contacts/communications advocates have with DV victims (except those which fall under Penal Code § 11165 et., seq.) must be treated as confidential pursuant to (Evidence Code § 1037.4 - 1037.6, in Attachment C).

F. PROJECT NARRATIVE INSTRUCTIONS

1. Problem Statement

Define the extent of the problem of DV as it exists in the project service area, including current data and the source of that data. The problem statement response must address all of the following:

- a. A description of the target area, including significant elements such as: location; size; boundaries; and population.
- b. Project specific demographic information, including source citation.
- c. Current statistics on reported DV calls to all local law enforcement entities (sheriff's office, city police departments, community college and state university police, correctional/penal institutions, the California Highway Patrol/State Police, etc.) and any American Indian tribal councils or police that exist in the project service area.
- d. Statistics on the DV services provided by the applicant's OCJP DVAP grant (FY 1995/96 year end data).
- e. Other local factors which impede both the provision of a coordinated DVRT response and the follow-up services to DV victims. Examples of other local factors include, but are not limited to, the following areas: socio-economic and geographical environments; other high crime rates (e.g., gang activity); drug and/or alcohol related problems; high unemployment rates; barriers to cooperation; inaccessibility/unavailability of supportive/social services; and inclement weather.

2. Plan

Applicants are to develop one objective for each of the six areas listed under Scope of Project located in Section E, Items a-f. Applicants must also develop one additional objective supporting the project purpose, for a total of seven objectives. Each objective must be accompanied with supporting activities which indicate the staff responsible for completing the activities, and the time frame in which the activity will occur/be completed. Objectives are to be listed on the left hand side of the page and supporting activities on the right hand side. All objectives must be measurable, specific to the project, and address issues identified in the problem statement. Activities must thoroughly describe the steps necessary to achieve the objectives.

3. Implementation

a. Agency Description

Provide the following information regarding the proposed DVRT Advocate program in the applicant's service area:

- 1) A comprehensive overview of the proposed DVRT in the applicant's service area, including:
 - a) a description of the proposed DVRT structure;
 - b) discussion of the type of planning that has occurred in the applicant's service area with other community agencies regarding a DVRT; and
 - c) the proposed frequency of DVRT meetings.
- 1) An overview of all the proposed community agencies to be involved in the DVRT from the applicant's service area and the level of participation of each agency, including, but not limited to the following:
 - b) law enforcement;
 - c) medical/hospital agencies;
 - d) social service agencies;
 - e) mental health agencies; and
 - f) criminal justice system personnel (i.e., Victim/Witness, Municipal, Superior and Family Courts).
- 1) Include in the proposal Appendix Operational Agreements (OA) that are signed and dated for FY 1997/98, of all community agencies currently involved in the DVRT planning process, which include the participating agency's responsibilities and level of commitment.
- 2) A discussion of the proposed DVRT advocate's case management process including: the established processes from initial victim contact through the entire criminal justice process, and any follow-up activities.

- 3) A discussion of the proposed DVRT problem solving/conflict resolution processes and the individual or entity identified as having final decision making authority.
- 4) A thorough discussion of the role the DVRT Advocate will have on the team.
- 5) A thorough discussion of identified challenges facing the DVRT and the DVRT Advocate within the context of a team member in the DVRT.
- 6) A proposed organizational chart of the applicant agency, which includes the DVRT Advocate. This chart should be included in the Proposal Appendix.

b. Staff Qualifications and Trainings

Provide the following information regarding staff qualifications and on going staff trainings:

- 1) A discussion of how the qualifications of the DVRT advocate assigned to, or hired for the project, meet the certification criteria for DV counselors.
- 2) A discussion of how these qualifications allow the DVRT advocate assigned to, or hired for the project to comply with confidentiality requirements.
- 3) A discussion of how the DVRT advocate assigned to, or hired for the project, will meet the required on going in-service trainings.
- 4) Provide a detailed description of the trainings the DVRT advocate will receive, including: specialized DV type training; emergency response and criminal justice advocacy training; and plans for continuing or advanced training. The specialized DV type training for the DVRT advocate must be completed within the first six months of the grant period.
- 5) A discussion of the manner in which the project will maintain:
 - a) records which provide proof of the advocate's basic and on going training, including a copy of the certificate issued upon successful completion of the initial forty hour training;
 - b) agenda under which the advocate received that certificate; and
 - c) current records of all in-service and continuing/advanced DV trainings.

c. Confidentiality

Discuss the applicant's confidentiality policy, including the requirements of Evidence Code § 1037 et seq., as it pertains to victims of DV. The discussion on confidentiality must include the following elements:

- 1) Applying agency's written confidentiality policy addressing the basic rights and needs of victims, which ensures that all communications remain

confidential, or the applicant's Statement of Intent to develop a written confidentiality policy. This written policy or Statement of Intent must be included in the Proposal Appendix.

- 2) Applicant's written DVRT confidentiality policy addressing the manner in which project staff and/or DVRT advocates will ensure client confidentiality while participating and/or collaborating with DVRT members who do not qualify as DV counselors per Evidence Code § 1037.1.
- 3) Applicant's written policy or the applicant's Statement of Intent to develop a written policy on the subpoenaing of records and DV counselors. This written policy or Statement of Intent must be included in the Proposal Appendix.
- 4) The method the applicant will employ to ensure that all confidentiality policies are implemented in a uniform manner by all applicable staff and volunteers.

A. SPECIFIC BUDGET INSTRUCTIONS

Refer to the Project Budget Section G, Part 2 of this RFP for general budget instructions. All nonprofit, nongovernmental victim service organizations are exempt from the VAWA match requirement.

Applicants must include sufficient per diem and travel expenses for at least one DVRT advocate to attend the OCJP Victim Services Conference scheduled for April 6-9, 1998, at the Radisson Hotel in Sacramento.

H. PROPOSAL APPENDIX

The Proposal Appendix must include the following:

1. An organizational chart of the applicant agency, which includes the current or proposed DVRT advocate.
2. Operational Agreements for FY 1997/98 of all community agencies currently involved in the DVRT planning process.
3. Applicant's written confidentiality policy, or Statement of Intent, addressing the basic rights and needs of victim.
4. DVRT written confidentiality policy, or Statement of Intent, addressing the manner in which agency/project staff and/or DVRT advocate(s) will ensure client confidentiality while participating and/or collaborating with DVRT members who do not qualify as DV counselors per Evidence Code § 1037.1. Written policy, or Statement of Intent, on the subpoenaing of records or DV counselors or both.

S*T*O*P PROGRAM PURPOSES

Grants and subgrants under this program must meet one or more of the following purposes:

- 1) training law enforcement officers and prosecutors to more effectively identify and respond to violent crimes against women, including SA and DV;
- 2) developing, training, or expanding specialized units of law enforcement officers and prosecutors targeting violent crimes against women, including SA and DV;
- 3) developing and implementing more effective police and prosecution policies, protocols, orders, and services specifically dedicated to preventing, identifying, and responding to violent crimes against women, including SA and DV;
- 4) developing, installing, or expanding data collection and communication systems including computerized systems that link police, prosecutors, and courts or that are designed to identify and track arrests, protection orders, violations of protection orders, prosecutions, and convictions for violent crimes against women, including SA and DV;
- 5) developing, enlarging, or strengthening victim service programs, including SA and DV programs; developing or improving delivery of victim services to racial, cultural, ethnic, and language minorities; providing specialized DV advocates in courts where a significant number of protection orders are granted; and increasing reporting and reducing attrition rates for cases involving violent crimes against women, including SA and DV;
- 6) developing, enlarging, or strengthening programs addressing stalking; and
- 7) developing, enlarging, or strengthening programs addressing the needs and circumstances of Indian tribes in dealing with violent crimes against women, including SA and DV.

In general, grants under this program may support personnel, training, technical assistance, evaluation, data collection, and equipment costs to enhance the apprehension, prosecution, and adjudication of persons committing crimes against women.

**CALIFORNIA EVIDENCE CODE
ARTICLE 8.7 DV VICTIM-COUNSELOR PRIVILEGE**

§ 1037.1 “Domestic Violence Counselor”; Qualifications.

As used in this article, "domestic violence counselor" means any of the following:

- (a) A person who is employed by any organization providing the programs specified in § 18294 of the Welfare and Institutions Code, whether financially compensated or not, for the purpose of rendering advice or assistance to victims of domestic violence, who has received specialized training in the counseling of domestic violence victims, and who meets one of the following requirements:
 - (1) Has a master’s degree in counseling or a related field; or has one year of counseling experience, at least 6 months of which is in the counseling of domestic violence victims.
 - (2) Has at least forty hours of training as specified in this paragraph and is supervised by an individual who qualifies as a counselor under paragraph (1); or is a psychotherapist, as defined in § 1010. The training, supervised by a person qualified under paragraph (1), shall include, but need not be limited to, the following areas: history of domestic violence, civil and criminal law as it relates to domestic violence, societal attitudes towards domestic violence, peer counseling techniques, housing, public assistance and other financial resources available to meet the financial needs of domestic violence victims, and referral services available to domestic violence victims.
- (b) A person who is employed by any organization providing the programs specified in § 13835.2 of the Penal Code, whether financially compensated or not, for the purpose of counseling and assisting victims of domestic violence, and who meets one of the following requirements:
 - (1) Psychotherapist as defined in § 1010; has a master’s degree in counseling or a related field; or has one year of counseling experience, at least 6 months of which is in counseling victims of domestic violence.
 - (2) Has the minimum training for counseling victims of domestic violence required by guidelines established by the employing agency pursuant to subdivision (c) of § 13835.10 of the Penal Code, and is supervised by an individual who qualifies as counselor under paragraph (1). The training supervised by a person qualified under paragraph (1), shall include, but not be limited to, the following areas: law, victimology, counseling techniques, client and system advocacy, and referral services.

§ 1037.2. “Confidential Communication; Compulsion of Disclosure by Court; Claim of Privilege

As used in this article, "confidential communication" means information transmitted between the victim and the counselor in the course of their relationship and in confidence by a means which, so far

as the victim is aware, discloses the information to no third persons other than those who are present to further the interests of the victim in the consultation or those to whom disclosures are reasonably necessary for the transmission of the information or an accomplishment of the purposes for which the domestic violence counselor is consulted. It includes all information regarding the facts and circumstances involving all incidences of domestic violence, as well as all information about the children of the victim or abuser and the relationship of the victim with the abuser.

The court may compel disclosure of information received by a domestic violence counselor which constitutes relevant evidence of the facts and circumstances involving a crime allegedly perpetrated against the victim or another household member and which is the subject of a criminal proceeding, if the court determines that the probative value of the information outweighs the effect of disclosure of the information on the victim, the counseling relationship, and the counseling services. The court may compel disclosure if the victim is either dead or not the complaining witness in a criminal action against the perpetrator. The court may also compel disclosure in proceedings related to child abuse if the court determines the probative value outweighs the effect of the disclosure on the victim, the counseling relationship, and the counseling services.

When a court is ruling on a claim of privilege under this article, the court may require the person from whom disclosure is sought or the person authorized to claim the privilege, or both, to disclose the information in chambers out the presence and hearing of all persons except the person authorized to claim the privilege and such other persons as the person authorized to claim the privilege consents to have present. If the judge determines that the information is privileged and must not be disclosed, neither he nor she nor any other person may disclose, without the consent of a person authorized to permit disclosure, any information disclosed in the course of the proceedings in chamber.

If the court determines that information shall be disclosed, the court shall so order and inform the defendant in the criminal action. If the court finds there is a reasonable likelihood that any information is subject to disclosure pursuant to the balancing test provided in this section, the procedure specified in subdivisions (1), (2), and (3) of Section 1035.4 shall be followed:

- (1) The court shall inform the defendant of the nature of the information which may be subject to disclosure.
- (2) The court shall order a hearing out of the presence of the jury, if any, and at the hearing allow the questioning of the sexual assault counselor regarding the information which the court has determined may be subject to disclosure.
- (3) At the conclusion of the hearing, the court shall rule which items of information, if any, shall be disclosed. The court may make an order stating what evidence may be introduced by the defendant and the nature of questions to be permitted. The defendant may then offer evidence pursuant to the order of the court. Admission of evidence concerning the sexual conduct of the complaining witness is subject to Sections 352, 782, and 1103.

§ 1037.4. "Holder of the Privilege" Defined.

As used in this article, "holder of the privilege" means:

- (a) The victim when such person has no guardian or conservator.
- (b) A guardian or conservator of the victim when the victim has a guardian or conservator.

§ 1037.5. When Privilege to Refuse to Disclose Confidential Communication May Be Claimed.

A victim of domestic violence, whether or not a party, has a privilege to refuse to disclose, and to prevent another from disclosing, a confidential communication between the victim and a domestic violence counselor if the privilege is claimed by any of the following persons:

- (a) the holder of the privilege;
- (b) a person authorized to claim the privilege by the holder of the privilege; or
- (c) the person who was the domestic violence counselor at the time of the confidential communication. However, that person may not claim the privilege if there is no holder of the privilege in existence or if he is otherwise instructed by a person authorized to permit disclosure.

§ 1037.6. When Counselor Shall Claim Privilege.

The domestic violence counselor who received or made a communication subject to the privilege granted by this article shall claim the privilege whenever he or she is present when the communication is sought to be disclosed and he or she is authorized to claim the privilege under subdivision (c) Section 1037.5.

SAMPLE OPERATIONAL AGREEMENT

This Operational Agreement stands as evidence that the _____ (applicant agency) and the _____ (agency) intend to work together toward the mutual goal of providing maximum available assistance for crime victims residing in _____. Both agencies believe that implementation of the _____ proposal, as described herein will further this goal. To this end, each agency agrees to participate in the program, if selected for funding, by coordinating/providing the following services:

The (applicant agency) project will closely coordinate the following services with the (agency) through:

- Project staff being available to agency for service provision through (describe arrangements with the agency) ;
- Regularly scheduled meetings (how often) between (persons/positions) to discuss strategies, time tables and implementation of mandated services.

* Specifically:

* List specific activities that will be undertaken between the two agencies or other specifics of the agreement.

We, the undersigned, as authorized representatives of (applicant agency) and (agency), do hereby approve this document.

For _____ For _____

Date _____ Date _____

**OFFICE OF CRIMINAL JUSTICE PLANNING
DOMESTIC VIOLENCE RESPONSE TEAM (DVRT)
VICTIM ADVOCATE PROGRAM
RATING FORM: 1997/98**

			Control #:
			Rater #:
APPLICANT:			
FUNDS REQUESTED:			
PREFERENCE POINTS	2%	5%	

CATEGORY	TOTAL POINTS POSSIBLE
1. PROBLEM STATEMENT	200
2. PLAN	150
3. IMPLEMENTATION	410
4. BUDGET	60
	TOTAL 820

Each of the above categories contain questions that are assigned a point value. The point scale is divided into five columns labeled **I, II, III, IV, and V**. Each question is evaluated on the following criteria:

- I.** Does not respond to the question or was left blank.
- II.** Does not completely respond to the question. Information presented does not provide a good understanding of applicant's intent, does not give detailed information requested by the RFP, or does not adequately support the proposal.
- III.** Responsive to the question. Provides an average understanding of the applicant's response to the RFP. Response adequately supports the proposal.
- IV.** Above average response which gives a clear and detailed understanding of the applicant's intent. Response presented a persuasive argument supporting the proposal.
- V.** Outstanding response with clear, detailed and relevant information exceeding the information requested. Response presented a compelling argument supporting the proposal.

	I	II	III	IV	V
1. PROBLEM STATEMENT (Maximum 200 points)					
a. How well does the Problem Statement define the extent of the problem as it exists in the project service area?	0	8	15	22	30
b. Is current data and source citation included?	0	5	10	15	20
c. Is the target area described including significant elements such as location, size, boundaries and population?	0	8	15	22	30
d. Does the Problem Statement include project specific demographic information of the service area, including source citation?	0	8	15	22	30
e. Does the Problem Statement include current statistical data on reported DV from all local relevant law enforcement organizations (and/or American Indian Tribal councils or police, if applicable)?	0	8	15	22	30
f. Is the requested statistical information from the applicant's OCJP, DVAP grant included?	0	8	15	22	30
g. Does the Problem Statement include other local factors that impede both a coordinated DVRT response and the follow-up services to domestic violence victims?	0	8	15	22	30
2. PLAN (Maximum 150 points)					
a. Are the six required objectives listed on the left hand side of the page and supporting activities on the right hand side?	0	5	10	15	20
b. Are the objectives measurable?	0	5	10	15	20
c. Are the objectives specific to the project and do they address the issues identified in the Problem Statement?	0	5	10	15	20
d. Do the activities thoroughly describe the steps necessary to achieve each of the objectives?	0	5	10	15	20
e. Is the staff responsible for completing the activities clearly identified?	0	5	10	15	20
f. Is the time frame in which the activities will occur/be completed clearly stated?	0	5	10	15	20
g. Is the required additional objective included?	0	3	5	7	10
h. How well does the additional objective support the project purpose?	0	5	10	15	20
3. IMPLEMENTATION (Maximum 410 points)					

	I	II	III	IV	V
<u>Agency Description</u> (Subsection 220 points)					
a. Does the applicant provide a comprehensive overview of the proposed DVRT in their service area, and does it include: a description of the proposed DVRT structure; a discussion of the type of planning that has occurred in the applicant's service area with other community agencies regarding a DVRT; and proposed frequency of DVRT meetings?	0	10	20	30	40
b. Does the applicant provide an overview of all the proposed community agencies to be involved in the DVRT from the applicant's service area and the level of participation of each agency, including but not limited to: law enforcement; medical/hospital agencies; social service agencies; mental health agencies, mental health agencies; and criminal justice system personnel (i.e., Victim/Witness, Municipal, Superior and Family Courts)?	0	0	10	10	10
c. Does the Proposal Appendix include signed and dated Operational Agreements for FY 1997/98 of all community agencies currently involved in the DVRT planning process, which include the participating agency's responsibility and level of commitment?	0	10	20	30	40
d. How well does the applicant discuss the proposed DVRT Advocate's case management process including: the established processes from initial victim contact through the entire criminal justice process, and any follow-up activities?	0	5	10	15	20
e. How well does the applicant discuss the proposed DVRT problem solving/conflict resolution process, including the individual or entity responsible for final decision making authority?	0	5	10	15	20
f. Is the role the advocate will have on the team thoroughly discussed?	0	10	20	30	40
g. Are identified challenges facing the DVRT and the DVRT Advocate within the context of a team member in the DVRT discussed?	0	0	10	10	10
h. Does the Proposal Appendix include an organizational chart of the applicant agency, which includes the DVRT Advocate?	0	10	20	30	40
	I	II	III	IV	V

Staff Qualifications and Trainings (Subsection 120 points)

a. Does the applicant discuss how the qualifications of the DVRT advocate assigned to, or hired for the project meet the certification criteria for DV counselor?	0	5	10	15	20
b. Does the applicant discuss how these qualifications allow the DVRT advocate assigned to, or hired for the project to comply with confidentiality requirements?	0	5	10	15	20
c. Does the applicant discuss how the DVRT advocate assigned to, or hired for the project, will meet the required on going in-service trainings?	0	5	10	15	20
d. Does the applicant provide a detailed description of the training the DVRT advocate will receive, including specialized DV type training, emergency response and criminal justice advocacy training, and plans for continuing or advanced training?	0	10	20	30	40
e. Does the applicant discuss the manner in which the project will maintain: records, which provides proof of the advocate's basic and on going training, including a copy of the certificate issued upon successful completion of the initial forty hour training and the agenda under which the advocate received that training?	0	5	10	15	20

Confidentiality (Subsection 70 points)

a. Does the applicant describe their written confidentiality policy (and supporting procedures) or their Statement of Intent which includes the basic rights and needs of victims to ensure that all communications with victims remain confidential?	0	3	5	7	10
b. Does the Proposal Appendix include the applicant's written confidentiality policy, or the Statement of Intent to develop such a policy?	0	0	10	10	10
c. Does the applicant's DVRT written confidentiality policy, or Statement of Intent, address the manner in which project staff and/or the DVRT advocate will ensure client confidentiality while collaborating with DVRT members who do not qualify as DV counselors per Evidence Code §1037?	0	3	5	7	10

	I	II	III	IV	V
d. Does the applicant discuss the written policy on the subpoenaing of records and DV counselors, or the Statement of Intent to develop a written policy?	0	3	5	7	10
e. Does the proposal Appendix include the applicant's written policy on the subpoenaing of records and DV	0	0	10	10	10

counselors, or the Statement of Intent to develop a written policy?

- | | | | | | |
|---|---|---|----|----|----|
| f. How well does the applicant discuss the method they will use to ensure that the confidentiality policies are implemented in a uniform manner by all applicable staff and volunteers? | 0 | 5 | 10 | 15 | 20 |
|---|---|---|----|----|----|

**4. BUDGET, including budget narrative
(Maximum 60 points)**

- | | | | | | |
|---|---|---|----|----|----|
| a. How well does the budget support the proposal objectives and activities? | 0 | 5 | 10 | 15 | 20 |
| b. How well do the duties, required qualifications, and time commitment of project funded staff support the proposed objectives and activities? | 0 | 5 | 10 | 15 | 20 |
| c. How well does the budget avoid unnecessary or unusual expenditures which would detract from the accomplishment of the objectives and activities? | 0 | 5 | 10 | 15 | 20 |